

## **CWU Travel Procedure 215 Travel Expense Report**

(1) University employees, students, volunteers, and other authorized individuals traveling on official university business are eligible for travel expense reimbursement. As provided in RCW [28B.10.029](#), institutions of higher education may use all appropriate means for making and paying for travel arrangements to support student, faculty, staff and other participants travel in the most cost effective and efficient manner possible. Methods used must be based on standard industry practices and be compliant with federal accountable plan requirements (SAAM 10.10.05). CWU travel regulations are applicable to vendors under contracts unless there are specific contractual arrangements covering travel reimbursement.

(2) The CWU Travel Expense Voucher/Report is required as follows (SAAM 10.80.10):

(A) Document the authorization for travel within the state of Washington

(B) Document the approval of travel related expenses for all travel

(3) The travel expense report must be completed to reimburse travel expenses that are incurred by authorized travelers in travel status and may cover one or multiple trips that are clearly identified. The travel expense report should be completed within ten days from the conclusion of a trip. Travel expense reimbursement claims will not be accepted if submitted after six months subsequent to the incurrence of travel expenses.

(4) The following required information must be on the travel expense report (SAAM 10.80):

(A) Dates of travel

(B) Official station and official residence

(C) Time of departure and return

(D) Purpose of trip

(E) Speedkey

(F) Miscellaneous travel expenses (SAAM 10.60)

(G) Supporting documents attached to the online expense report, including detailed receipts, and verifications of payments made

(H) If travel expenses are being shared with other CWU travelers, indicate the name(s) of the other traveler(s) in the notes section. These are to be claimed by the employee who paid for the expense

(5) When more than one department is funding a traveler's expenses, including foundation, one travel expense report should be submitted for the entire trip

(6) Travel expenses are approved by the funding department project manager(s) or grant manager(s).

(7) Traveler Responsibilities (SAAM 10.10.15, SAAM 10.80.20)

(A) All travelers shall obtain approval before traveling on official CWU business. It is the travelers' responsibility to be familiar with CWU travel guidelines and procedures. The university will not reimburse unauthorized or unverified travel expenses. The traveler is expected to pay excess costs for personal preference, convenience, and unnecessary expenses while in travel status. It is the travelers' responsibility to prepare and/or certify travel

expenses being claimed are true and accurate. The traveler is responsible for providing detailed supporting documents for travel expenses to the person authorized to approve travel.

(8) Department Responsibilities:

(A) It is the departments' responsibility to authorize all travel within their areas. Before placing an employee in travel status, a department is to determine for each occurrence whether it is more economical or advantageous to reimburse the employee for subsistence and/or lodging or require the employee to return to the official station or residence daily or on weekends.

(B) Original receipts will be maintained in the originating department.

(9) Departments are encouraged to develop and implement alternatives to travel as well as less expensive means of travel. These methods may include, but are not limited to (SAAM 10.10.25):

(A) Teleconferencing, video conferencing

(B) Video recordings, published reports

(C) Carpooling and greater use of public transportation

(D) Reduced frequency of regularly scheduled out-of-town meetings

(E) Restrictions on the number of staff traveling to the same destination

(F) Coordinating between agencies for joint travel arrangements when more than one agency is involved